



ROOM CAPTAIN JOB DESCRIPTION

(TERM: Sept. 1 through Aug. 31)

1. Retain list of current children enrolled in the class with parents' emergency contact names and phone numbers at all times.
2. In the event that the center must be closed, immediately contact each parent to come and pick up their child within 30 minutes.
3. In the event that the center must be evacuated, contact each parent immediately to inform them of the relocation spot.
4. Choose an alternate room captain (if the teachers haven't already) who will also keep a list of children and who will serve as backup to contact parents in the case of an emergency. Inform the alternate when the primary will be unavailable (i.e. on travel or vacation).
5. Forward information from the Director, Receptionist, or board members to the parents in the class when requested. (email)
6. Plan work days and coordinate volunteers to complete needed tasks for your room or for the playground.
7. Attend board meetings whenever possible.
8. Coordinate special events or projects particular to your individual class.
9. As needs change, contribute to redefining the role of the Room Captain.

Please maintain your emergency list until a new Room Captain is chosen each year, even if your child has migrated. Again, if your child moves up to a new room early, you are still a Room Captain for the original room UNTIL August 31st.